

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR05811402**

DATE POSTED: **02/01/16**

POSITION NO: **203881**

CLOSING DATE: **02/12/16**

POSITION TITLE: **Custodian - TEMPORARY**

DEPARTMENT NAME / WORKSITE: **Navajo Parks & Recreation / Teec Nos Pos, AZ**

WORK DAYS: **Monday-Friday**

REGULAR FULL TIME: ☐

GRADE/STEP: **AB54A**

WORK HOURS: **8:00 - 5:00**

PART TIME: ☐

NO. OF HRS./WK.: \$ **17,097.60** PER ANNUM

SEASONAL: ☐

\$ **8.22** PER HOUR

TEMPORARY: ☒

DURATION : **6 months**

DUTIES AND RESPONSIBILITIES:

Under immediate supervision, performs a variety of routine custodial and janitorial work; to preforms routine cleaning duties in the offices, restroom, porta john facilities; to keep facilities sanitized, maintains all facilities in sweeping, mopping, dusting, vacuums the offices, conference rooms, restrooms; to empty and reline trash bins, refills soap, towel dispensers, clean windows, maintains and orders janitorial supplies; secures all janitorial supplies; maintains awareness of safety conditions; prepares for special events on weekends or other scheduled events to have facilities available for large crowds; to secure doors after visitations, at close of business and events and other assigned duties by the supervisor.

Responsibility includes collecting and disposal of trash around and surrounding the park families; responsible for providing a clean environment for the general publish and visitors to the park area; should be knowledgeable of occupational safety, health regulation and guidelines; to be able to know how to mix cleaning chemicals, utilize disinfectants, follow directions verbal and written; to answers visitors questions concerning the tribal park area, recreational area, and campground availability; provides direction and routes to travel through the area; and performs other related duties as assigned or required.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED

Preferred Qualifications:

- One (1) year of work experience in custodial or building maintenance.
- Completion of Workplace Hazardous Material Information Systems course.

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of care and maintenance of facilities; knowledge of occupational safety and health regulations and guidelines; knowledge of preventive maintenance and repair of equipment and tools used in the care of cleaning of facilities; knowledge of minor preventative maintenance and repair of facilities and grounds. Skills in maintaining a clean, safe working environment; maintaining clean restroom; skills in customer services techniques when responding to inquires and/or complaints; skill in safety of mixing, utilizing and disposing of chemicals and disinfectants; skills in operation of janitorial equipment, etc.; to be able to understand written and verbal communications; knowledgeable in utilizing cleaning materials, chemicals and other supplies; and skill in establishing and maintaining an effective working relationships

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.